Civil Service Commission Agenda, City of Council Bluffs, Iowa
Civil Service Commission Meeting November 19, 2025, 8:00 AM
209 Pearl St. Council Bluffs, IA 51503

AGENDA

1. **CALL TO ORDER**
2. **APPROVE AGENDA**
3. **APPROVE MINUTES FROM PRIOR MEETING(S)**
   - A. October 29, 2025 Meeting Minutes
4. **APPROVE TESTING PROCEDURES**
   - A. Firefighter/Firefighter Paramedic
   - B. Electrician/Controls Technician
   - C. Sport Field Technician
5. **CERTIFY ELIGIBILITY LIST**
   - A. Crime Scene Investigator I
   - B. Equipment Mechanic
   - C. Plant Utility Worker
6. **OTHER BUSINESS**
7. **ADJOURMENT**

Civil Service Commission Meeting Minutes
October 29, 2025

1. CALL TO ORDER

Commissioner Nelson called the meeting to order at 8:00 am on October 29, 2025.
Council Members present: Kate Cutler, Jeff Nelson, Chad Hannan, Rod James.
Council Member(s) absent: Carol Wood.
Staff present: Tony Clowe, Mimi Dobson, Natalie Bouchama, Jodi Quakenbush and Rich Rodewald.

2. APPROVE AGENDA

Kate Cutler and Chad Hannan moved and seconded to approve October 29, 2025 meeting agenda. Unanimous, 4-0 vote. (Absent: Wood)

3. APPROVE MINUTES FROM PRIOR MEETING(S)

A. September 24, 2025 Meeting Minutes

B. October 15, 2025 Special Meeting Minutes

Chad Hannan and Rod James moved and seconded to approve September 24, 2025 and October 15, 2025 meeting minutes. Unanimous, 4-0 vote. (Absent: Wood)

4. APPROVE TESTING PROCEDURES

A.Recycling Laborer

Kate Cutler and Jeff Nelson moved and seconded to approve Testing Procedures for Recycling Laborer. Unanimous, 4-0 vote. (Absent: Wood)

5. CERTIFY ELIGIBILITY LIST

A.Police Sergeant

Chad Hannan and Kate Cutler moved and seconded to approve Certifying the Eligibility List for Police Sergeant. Unanimous, 4-0 vote. (Absent: Wood)

B. Police Lieutenant

Kate Cutler and Chad Hannan moved and seconded to approve Certifying the Eligibility List for Police Lieutenant. Unanimous, 4-0 vote. (Absent: Wood)

C. Fire Engineer

Chad Hannan and Rod James moved and seconded to approve Certifying the Eligibility List for Fire Engineer. Unanimous, 4-0 vote. (Absent: Wood)

6. OTHER BUSINESS

7. ADJOURMENT

Kate Cutler and Chad Hannan moved and seconded to approve Motion to Adjourn at 8:12 a.m. Unanimous, 4-0 vote. (Absent: Wood)

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

November 19, 2025

TO: Civil Service Commission
FROM: Natalie Bouchama– Human Resources
SUBJECT: Entry Exam for Firefighter and Firefighter/Paramedic

Background:

The Fire Chief has requested the Commission establish test dates and procedures to create new eligibility lists for two separate job classifications, Firefighter and Firefighter/Paramedic (EMT-P). The last Firefighter and Firefighter/EMT-P list expired on May 31, 2025. Over the next few years, the department will have multiple vacancies that will be filled utilizing the two certified list once completed.

Running Both Selection Processes Together:

Although the eligibility requirements are different for these two positions, the actual test instruments used are the same. Because of this, it is recommended that both selection processes be given simultaneously. This is the same approach used for entry level testing since 2007 and is a time savings for both staff and the applicants.

Candidates who qualify for the higher-level position of Firefighter/EMT-P will be a candidate for the position of Firefighter, if they fill out that application as well. However, they will only have to complete the written exam, Candidate Physical Ability Test (CPAT), oral interview, and motor vehicle driver check one time. The written and oral scores attained by a candidate for the Firefighter/EMT-P position will be used to determine the candidate's placement on both the Firefighter and the Firefighter/EMT-P eligibility lists. The City of Council Bluffs has an online application process. Firefighter/EMT-P applicants will have to fill out an application for each position to be considered.

1. Application Process:
   Applications for both Firefighter and Firefighter/EMT-P will be accepted beginning November 20, 2025, at 8:00 a.m. The close date for Firefighter applications will be the earlier of the following dates: 1) 5:00 p.m. on December 12, 2025; or 2) 5:00 p.m. on the date that 250 applications are received.

   The close date for Firefighter/EMT-P applications will be 5:00 p.m. on December 12, 2025.

   To be eligible to be considered a candidate for Firefighter/EMT-P applicants must submit proof that they hold a valid State of Iowa EMT-P certification by the close date of application. Proof of certification by the National Registry as an EMT-P may be substituted for the State of Iowa EMT-P certification provided they can obtain the State of Iowa certification within 90 days of hire.

2. Written Exam:
Eligible candidates for Firefighter and Firefighter/EMT-P will take the entry firefighter written exam provided by the National Testing Network (NTN). The NTN provides online testing services to fire departments across the nation to identify potential candidates. Their tests are designed to evaluate core competencies for the job of firefighter. The exam will be administered by Metro Community College (MCC) as an online exam given at the MMC Applied Technology Center, 10407 State St. Omaha, Nebraska, 68122. Candidates will schedule a time of their choosing, within the testing window, to take the exam with MCC. The written exam will be available for candidates to take starting on December 15, 2025 at 8:00 a.m. The written exam testing window will close on January 16, 2026 at 5:00 p.m. Candidates who are within the NTN system and have passed the written exam within the past 12 months of the close of the testing window will also be eligible to participate in the testing process, if they have completed an application with the City of Council Bluffs. A minimum passing score of 70% must be achieved to continue with the testing process.

3. Candidate Physical Ability Test (CPAT):
Of the candidates who pass the written exam, the top 150 candidates shall be eligible to participate in the CPAT process. The CPAT testing process will be a partnership between Council Bluffs Fire Department, Bellevue Fire Department, and MCC. All CPAT events will be held at the Mid-America Center (MAC), 1 Arena Way, Council Bluffs, Iowa. All components of the CPAT will be provided in accordance with International Association of Fire Fighters (IAFF) CPAT guidelines and consist of three phases: Candidate Orientation; Practice Sessions, and CPAT Official Test. Candidates who have successfully completed the CPAT at another site within the past 12 months of the CPAT test date, will be given credit for completion of the CPAT if they provide a valid completion certificate from an approved test site. Completion certificates must be submitted by March 10, 2026.

   a) Orientation: Candidates will be provided the written CPAT Orientation Guide in an online format at the time of application. In addition to the written CPAT Orientation Guide, the candidates shall be provided two opportunities for hands-on familiarization with the actual CPAT equipment. CPAT Orientation sessions will be held: January 16th and 17th, 2026.

   b) Practice Sessions: Candidates shall be provided two practice sessions. During these practice sessions, candidates may perform timed practice runs, using actual CPAT equipment and complete the entire course. It will be permissible for a candidate to pass the CPAT during either practice session and thus not have to attend the CPAT official test. Candidates are given one try per practice session to attempt to pass the CPAT. CPAT Practice Sessions will be held February 13th and 14th, 2026.

   c) CPAT Official Test: The CPAT will be held on March 10th, 2026.

4. Motor Vehicle Driver's History:
   A motor vehicle driver's history will be conducted on the candidates who will move on to the oral interview phase. This will take place prior to the oral interview phase. (Pass/Fail)

5. Oral Interviews:
   The top 65 firefighter candidates and all of whom have a passing score who hold a paramedic license will progress to the oral interview test phase. Oral interviews will be conducted by a panel of 5 appointed as follows: 4 Fire Department personnel selected by the Fire Department and 1 person selected by the Human Resources Department. (Passing Score 70%)

   After the completion of the oral interviews, a composite score shall be calculated with the written exam weighted at 50% and the oral interview weighted at 50%.

6. EMT Preference Points:
   Candidates will be given credit for already possessing an EMT and/or EMT-P license at the time of application. Candidates who are successful in making the certified list without either license will be required to obtain an EMT license before being hired. Candidates who submit proof by the close date of application that they possess current certification by the State of Iowa or the National Registry as an EMT or EMT-P shall have the following points added to their final score: 1.5 points for EMT; 2.5 points for EMT-P. Points will not be given to those who submit this verification after the application deadline.

7. Veterans Preference Points:
   Veterans who are citizens and residents of the United States shall have five percentage points added to the veteran's grade or score attained in qualifying examinations for appointment to positions and five additional percentage points added to the grade or score if the veteran has a service-connected disability or is receiving compensation, disability benefits, or pension under laws administered by the United States department of veteran affairs. An honorably discharged veteran who has been awarded the Purple Heart incurred in action shall be considered to have a service-connected disability. However, the percentage points shall be given only upon passing the written and CPAT exams and shall not be the determining factor in passing. Veteran's preference percentage points shall be applied once to the final scores used to rank applicants for selection for an interview.

8. Certification of Lists:
   At the completion of this process, the Commission will certify the top forty candidates, or fewer if fewer qualify, on each of the two separate eligibility lists; one for Firefighter and one for Firefighter/Paramedic. Please note, some names may be on both lists.

9. Medical Evaluation and Background Investigation:
   Offers of employment are contingent on the candidate meeting the medical protocols as set by MFRPSI and a background investigation conducted by the Human Resources Department which includes a criminal history records check. A psychological exam shall be included as part of the medical requirements.

City of Council Bluffs

Job Description

Firefighter

Department: Fire Department
Supervisor: Fire Chief
Location: Fire Department
FLSA Status: Non-exempt
Prepared By: Talent Acquisition Coordinator
Prepared Date: November 2025
Civil Service Status: Civil Service
Union: Fire
Pay Grade: 01

Summary: Personnel in the rank of Fire Fighter are expected to perform a wide range of duties and responsibilities including but not limited to fire suppression; fire prevention; emergency medical service; hazardous materials; confined space and other rescue; public education; operation and maintenance of Fire Department equipment, apparatus, and facilities; training in all areas; public relations; and other related work as required.

Essential Duties and Responsibilities:

- Fire Duties:
  - Responds to all types of fire, hazardous material, and other emergency incidents
  - Participates in all fire or rescue related activities including but not limited to search and rescue; laying and operation of hose lines; raising and climbing ladders; extinguishing of fires; ventilation; and overhaul of fire scenes
  - Performs search and rescue for trapped or injured persons
  - Performs extrication with department equipment
  - Operates and maintains fire suppression apparatus and equipment
  - Operates Fire Department equipment while wearing heavy protective clothing and self-contained breathing apparatus
  - Participates in Fire Department physical fitness and health maintenance programs
  - Participates in routine maintenance and repair of apparatus, equipment, and fire station
  - Demonstrates an understanding of all department procedures and operations
  - Demonstrates knowledge and understanding of all apparatus and equipment used
  - Performs daily activities related to training and continuing education
  - Demonstrates and maintains a broad knowledge base related to all fire and EMS related activities
  - Develops and maintains knowledge of response areas and streets

    - Maintains competency in Firefighter 1 and Firefighter 2 skills
    - Obtains and maintains certification of competency at the Haz Mat Operations or Technician level as determined by the Fire Department Administration
    - Operates and functions within the Fire Department's Incident Management and Accountability systems
    - Performs as a team member under the command of a Fire Department Officer
    - Performs daily activities related to fire prevention; safety education; surveys and inspections; and preplanning
    - Operates Fire Department apparatus within State of Iowa law and Fire Department policy
- Medical Duties:
    - Responds to medical emergencies, motor vehicle accidents, and to other emergency situations involving threat to human life
    - Evaluates and assesses the condition of patients
    - Determines treatment in accordance with accepted State of Iowa and Fire Department protocols and procedures
    - Lifts and moves patients and equipment as necessary to perform emergency medical treatment and transport
    - Provides emergency medical services as warranted by the situation
    - Provides necessary medical care including the use of defibrillators, suctions units, and other advanced care related equipment
    - Operates numerous types of rescue, salvage, and emergency medical equipment
    - Operates and maintains medic unit and all related equipment
    - Ensures that medic unit apparatus and equipment are clean and properly maintained in working condition
    - Conducts daily medic unit apparatus and equipment inspections
    - Participates in EMS training, education, and certification related activities recommended by the Fire Department's Medical Director and the Fire Department's EMS Operations Officer
    - Participates in and is knowledgeable of the Fire Department's Infection Control and Prevention Program
    - Assists in department and civilian first aid and CPR training
- Other Duties:
    - Maintains adequate records
    - Fills out properly and legibly all forms, reports, logs, and records
    - Maintains adequate inventory of supplies and equipment on medic unit, fire apparatus, and at fire station
    - Participates in prevention and safety education activities and programs at schools, businesses, and other facilities
    - Deals with people and co-workers in an effective manner under adverse conditions
    - Manages sensitive or hostile public contacts in a calm manner
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
- High school diploma or general education degree (GED); or equivalent combination of education and experience which provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:
- Achieve and maintain a State of Iowa EMT certification prior to date of hire
- Applicants with a current National Registry EMT, must achieve and maintain a State of Iowa EMT certification within 90 days of hire date
- Valid Driver's License
- Achieve and maintain a valid State of Iowa Class D Chauffeurs Driver's License with a 16,001 pound rating during initial training – If applicant does not reside in Iowa, they must get the equivalent license in their state of residency
- Firefighter 1 and 2 before end of probationary period
- Complete the 'Probationary Firefighter Task Book' by the end of the probationary period

Physical Demands:
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- Applicant must be able to pass the Candidate Physical Ability Test (CPAT).
- Must have the ability to work both in and out of doors, in all weather conditions, in high stress environment, in extreme heat, and for long periods of time.

Other Skills and Abilities:
- Thorough knowledge of methods, equipment, and tools used by the Fire Department in performing fire, rescue, and EMS related activities
- Thorough knowledge of rules, regulations, procedures, protocols, and laws relative to Fire and EMS activities
- Ability to safely operate and maintain a heavy motorized vehicle
- Ability to follow and understand oral and written instructions
- Willingness to perform any task assigned
- Cooperativeness, tactfulness, and the ability to get along with department personnel and civilians
- Maintain a driving record acceptable to the City and to the City's insurance carrier

City of Council Bluffs

Job Description

Firefighter/Paramedic

Department: Fire Department
Supervisor: Fire Chief
Location: Fire Department
FLSA Status: Non-exempt
Prepared By: Talent Acquisition Coordinator
Prepared Date: November 2025
Civil Service Status: Civil Service
Union: Fire
Pay Grade: 02

Summary: Personnel in the rank of Fire Fighter/Paramedic are expected to perform a wide range of duties and responsibilities including but not limited to fire suppression; fire prevention; emergency medical service; hazardous materials; confined space and other rescue; public education; operation and maintenance of Fire Department equipment, apparatus, and facilities; training in all areas; public relations; and other related work as required.

Essential Duties and Responsibilities:

- Fire Duties:
  - Responds to all types of fire, hazardous material, and other emergency incidents
  - Participates in all fire or rescue related activities including but not limited to search and rescue; laying and operation of hose lines; raising and climbing ladders; extinguishing of fires; ventilation; and overhaul of fire scenes
  - Performs search and rescue for trapped or injured persons
  - Performs extrication with department equipment
  - Operates and maintains fire suppression apparatus and equipment
  - Operates Fire Department equipment while wearing heavy protective clothing and self-contained breathing apparatus
  - Participates in Fire Department physical fitness and health maintenance programs
  - Participates in routine maintenance and repair of apparatus, equipment, and fire station
  - Demonstrates an understanding of all department procedures and operations
  - Demonstrates knowledge and understanding of all apparatus and equipment used
  - Performs daily activities related to training and continuing education
  - Demonstrates and maintains a broad knowledge base related to all fire and EMS related activities
  - Develops and maintains knowledge of response areas and streets

- Maintains competency in Firefighter 1 and Firefighter 2 skills
- Obtains and maintains certification of competency at the Haz Mat Operations or Technician level as determined by the Fire Department Administration
- Operates and functions within the Fire Department's Incident Management and Accountability systems
- Performs as a team member under the command of a Fire Department Officer
- Performs daily activities related to fire prevention; safety education; surveys and inspections; and preplanning
- Operates Fire Department apparatus within State of Iowa law and Fire Department policy

- Medical Duties:
  - Responds to medical emergencies, motor vehicle accidents, and to other emergency situations involving threat to human life
  - Evaluates and assesses the condition of patients
  - Determines treatment in accordance with accepted State of Iowa and Fire Department protocols and procedures
  - Lifts and moves patients and equipment as necessary to perform emergency medical treatment and transport
  - Oversees the work of Fire Department personnel as necessary during medical emergencies
  - Oversees triage operations
  - Acts as Triage Officer on mass casualty incidents
  - Provides emergency medical services as warranted by the situation
  - Provides necessary medical care including the use of defibrillators, intubation tools, suctions units, and other advanced care related equipment
  - Operates numerous types of rescue, salvage, and emergency medical equipment
  - Operates and maintains medic unit and all related equipment
  - Ensures that medic unit apparatus and equipment are clean and properly maintained in working condition
  - Conducts daily medic unit apparatus and equipment inspections
  - Participates in EMS training, education, and certification related activities recommended by the Fire Department's Medical Director and the Fire Department's EMS Operations Officer
  - Participates in and is knowledgeable of the Fire Department's Infection Control and Prevention Program
  - Assists in department and civilian first aid and CPR training
- Other Duties:
  - Maintains adequate records
  - Fills out properly and legibly all forms, reports, logs, and records
  - Maintains adequate inventory of supplies and equipment on medic unit, fire apparatus, and at fire station
  - Participates in prevention and safety education activities and programs at schools, businesses, and other facilities
  - Deals with people and co-workers in an effective manner under adverse conditions
  - Manages sensitive or hostile public contacts in a calm manner
- Regular and predictable attendance is required

- Other duties as assigned

Supervisory Responsibilities:
This job has no supervisory responsibilities.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
- High school diploma or general education degree (GED); or equivalent combination of education and experience which provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:
- Achieve and maintain a State of Iowa EMT-Paramedic certification within 90 days of hire date (National Registry EMT-P or State of Iowa EMT-P are required to apply)
- Valid Driver's License
- Achieve and maintain a valid State of Iowa Class D Chauffeurs Driver's License with a 16,001 pound rating during initial training – If applicant does not reside in Iowa, they must get the equivalent license in their state of residency
- Firefighter 1 and 2 before end of probationary period
- Complete the 'Probationary Firefighter Task Book' by the end of the probationary period

Physical Demands:
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- Applicant must be able to pass the Candidate Physical Ability Test (CPAT).
- Must have the ability to work both in and out of doors, in all weather conditions, in high stress environment, in extreme heat, and for long periods of time.

Other Skills and Abilities:
- Thorough knowledge of methods, equipment, and tools used by the Fire Department in performing fire, rescue, and EMS related activities
- Thorough knowledge of rules, regulations, procedures, protocols, and laws relative to Fire and EMS activities
- Ability to safely operate and maintain a heavy motorized vehicle
- Ability to follow and understand oral and written instructions
- Willingness to perform any task assigned
- Cooperativeness, tactfulness, and the ability to get along with department personnel and civilians
- Maintain a driving record acceptable to the City and to the City's insurance carrier

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

October 12, 2022

TO: Civil Service Commission

FROM: Natalie Bouchama, Talent Acquisition Coordinator - Human Resources

SUBJECT: Electrician / Controls Technician

Background

The Director of Public Works is requesting a list be established for the position of Electrician / Controls Technician in the Public Works Department.

Recommendation

It is the recommendation of staff that the Commission approve the procedures as outlined below:

1. Application

   To be eligible, candidates must complete and submit an application to the HR Department during the application period.

2. Oral Interview

   Management staff identified by the Human Resources Department will review all received applications. Based on the candidates' qualifications outlined on their application, the top ten (10) candidates, or fewer if fewer qualify, shall participate in the oral interview. The oral interview shall be conducted by a panel, of up to four but no less than three, appointed by the Human Resources Department. (Passing score of 70%).

City of Council Bluffs

Job Description

Electrician/Controls Technician

Department: Public Works
Supervisor: Waste Water Treatment Plant Superintendent
Location: Water Pollution Control Plant
FLSA Status: Non-exempt
Prepared By: Talent Acquisition Coordinator
Prepared Date: October 2025
Union: CWA
Pay Grade: 20

Summary: Performs highly skilled electrical and microcontroller work in the installation, operation, maintenance, and repair of electrical systems to include specialized machinery, controls, and equipment in a wastewater treatment plant, pumping stations, and other City facilities. Installs and repairs electrical wiring for buildings, equipment, and machinery. Installs, repairs, and programs Programmable Logic Controllers (PLC's).

Essential Duties and Responsibilities: includes the following.

- Receives wiring diagrams, drawings, specifications, and instructions, either verbally or in writing, concerning emergency and scheduled repair, installation, and inspection work to be performed
- Plans and performs work requiring a thorough knowledge of electrical and electronic theory and principles, wiring specifications, local and national electrical codes, properties of various materials, and principles of operation and application of electronic equipment
- Plans details of working procedure to determine material or replacement needs and determines a logical approach to repair problems
- Services electronic equipment by checking, testing, and replacing faulty components, circuit modules, printed circuit boards, PLC's, and similar electronic devices
- Performs City-wide facility electrical maintenance making operating adjustments as required
- Makes sketches of parts and layout
- Designs and constructs adaptations of component parts or standard parts as required
- Maintains and installs communication cables, power distribution cables and wiring, and performs splicing as required
- Fabricates parts as required using machine and hand tools common to the trade
- Informs supervisor and all employees of potentially dangerous electrical equipment and corrective actions taken

- Advises operators and mechanics of standard operating procedures and requirements for working safely with electronic equipment and components
- Maintains company-required performance and maintenance records for cathodic protection, grounding, electronic, and electrical equipment
- Provides technical direction to helpers as required
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:
This job has no supervisory responsibilities.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
- Associate's Degree in Electrical and Electronic Theory and a minimum 5 years' work experience in that field. Applicable work experience may be substituted for formal training
- Industrial experience preferred
- A state of Iowa Journeyman or Masters Electrician License is preferred
- Or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:
- Must possess a valid Driver's License

Physical Demands:
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to fifty (50) pounds.
- The employee must be able to frequently lift and work with up to twenty (20) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- Ability to work both in and out of doors, in all weather conditions, in high places, in confined spaces, in dusty environments, in high noise levels, and around wastewater odors.

Other Skills and Abilities:
- Knowledge of standard practices, methods, tools, terminology, and materials of the electrical and electronics trades
- Basic knowledge of electrical/electronic theory
- Ability to repair electrical wiring, fixtures, and equipment
- Ability to troubleshoot, repair, install, and program PLC's

- Knowledge of the occupational hazards and safety precautions necessary in a wastewater treatment facility and all other City facilities
- Skill in the care and use of tools, equipment, and testing devices used in electrical and electronic repair
- Skill in making logical analysis of complex electrical and electronic systems and determining causes of malfunctions
- Ability to enter data or information into a computer terminal, laptop computer, or other keyboard device
- Ability to read and interpret sketches, schematics, prints, circuit diagrams and specifications
- Ability to discern colors especially wiring color codes
- Ability to understand and carry out oral and written instructions in the English language
- Ability to establish effective working relationships with co-workers and subordinates
- Ability to work safely without presenting a direct threat to self or others
- Ability to make skillful, controlled manipulations of small objects
- Ability to respond to emergency requests during non-work hours including nights and weekends

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

November 19, 2025

TO: Civil Service Commission

FROM: Natalie Bouchama, Talent Acquisition Coordinator – Human Resources

SUBJECT: Sport Field Technician

Background

The Director of Parks & Recreation is requesting that the Commission approve procedures for establishing a Sport Field Technician eligibility list.

Recommendation

It is the recommendation of staff that the Commission set procedures as outlined below.

1. Application:

   To be eligible, candidates must complete and submit an application to include an application supplement to the Human Resources Department during the application period. The application supplement will help candidates illustrate their qualifications for this position.

2. Oral Exam:

   Management staff, identified by the Human Resources Department, will review the candidates' applications to select candidates qualified for the oral interview. The candidates' qualifications will be outlined on their application to include their application supplement. A panel of no less than three but no more than five appointed by the Human Resources Department will administer the oral interviews. (Passing score of 65%).

City of Council Bluffs

Job Description

Sport Field Technician

Department: Parks & Recreation
Supervisor: Parks & Recreation Supervisor – Recreation Complex
Location: Recreation Complex
FLSA Status: Non-exempt
Prepared By: Talent Acquisition Coordinator
Prepared Date: November 2025
Union: AFSCME
Pay Grade: 20

Summary: Performs highly skilled technical and diagnostic work in the maintenance and repair of tournament quality athletic fields, their grounds, and their turf.

Essential Duties and Responsibilities:

- Ensures proper care and maintenance of athletic turf:
  - Inspects athletic turf daily identifying conditions requiring mowing, watering, treatment of insects/fungus/diseases, damage from player use, etc. and initiates appropriate action to address any turf conditions identified
  - Determines chemical treatments, mixes, and applies herbicides/pesticides/fungicides as necessary and evaluates results
  - Monitors the amount of turf chemicals and other treatment materials on hand; reports findings to Parks & Recreation Supervisor; and orders materials as necessary
  - Operates and maintains grounds/turf equipment such as tractors, riding mowers, trucks, snow plows, spreaders, sprayers, and aerators
  - Operates/manages irrigation systems making repairs as necessary ○ Lays out playing fields to correct dimensions
  - Assists Parks & Recreation Supervisor in providing turf improvements including planning and construction
  - Mows athletic fields and other park areas in aesthetically pleasing patterns utilizing high quality mowers

- Ensures proper care and maintenance of ball diamond infield areas:
    - Inspects playing infields including grass and argi lime/mixed dirt infields to determine maintenance needs for upcoming play, practice, or off-season maintenance
    - Determines maintenance needs for artificial mounds, clay mounds, and batter's boxes o Initiates appropriate action to address playing field conditions which may include grading, dragging, watering, addressing indentations, mowing, lining, and installing bases/plates
    - Evaluates the daily play schedule and sets up the infields accordingly
    - Assists Parks & Recreation Supervisor in providing infield related improvements to include planning & operation of specialized equipment
    - Performs minor repairs to field fencing, backstops, benches, bleachers, and other amenities

- Maintains effective working relationships with other City staff, users, and the public:
    - Discusses field availability and field conditions with Parks & Recreation Supervisor and other department staff to aid in decisions regarding scheduling, field usage, and playability
    - Interacts with the public and tournament/league officials regarding field conditions o Interacts with other staff regarding condition of playing facilities as they effect public use
    - Responds to questions and complaints from the public regarding field conditions as directed
    - Provides oversight to work of full-time employees, part-time employees, and seasonal employees when participating in turf and field preparation and facility related improvement projects
    - Consults with Parks & Recreation Supervisor when available and makes independent decisions when necessary

- Regular and predictable attendance is required

- Other duties as assigned

Supervisory Responsibilities:

Directly supervises a small crew of employees within the Parks & Recreation Department to include seasonal employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High School Diploma or General Education Degree (GED)
- Two (2) years of college with an emphasis in Turf Management, Plant Science, or related area
- Two (2) years of experience in sports field related maintenance with progressively responsible experience
- Two (2) years of supervisory experience
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- Valid Driver's License
- Within six (6) months of employment, incumbent must obtain a Turf and Ornamental Pesticide Applicator's License issued by the State of Iowa

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to seventy (70) pounds.
- The employee must be able to frequently lift and work with up to twenty (20) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- Must have the ability to work both in and out of doors in all weather conditions.

Other Skills and Abilities:

- Comprehensive knowledge of and the ability to perform spraying, fertilizing, and turf maintenance activities unique to tournament quality athletic fields
- Ability to identify most turf grass diseases, weeds, insects, and turf stress problems and experience in selecting treatment methods associated with these conditions for tournament quality athletic fields
- Ability to prepare tournament quality infields and other grounds for league and tournament play
- Good knowledge of the techniques to use to adapt infields/grounds to play during inclement weather
- Ability to operate specialized equipment utilized for professional turf and field maintenance
- Ability to maintain records and prepare reports
- Ability to communicate with others and the public
- Must be able to wear safety equipment required

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

November 19, 2025

TO: Civil Service Commission

FROM: Natalie Bouchama, Talent Acquisition Coordinator – Human Resources

SUBJECT: Crime Scene Investigator I

Background

The application process for Crime Scene Investigator I has been conducted and an eligibility list prepared for the Commission's consideration. There were 44 candidates.

Recommendation

It is the recommendation of staff that the Commission certify the eligibility list as presented below:

1. Hadley Kava
2. Kailey Lazenby
3. Tori Wesemann
4. Catherine Boatwright
5. Delaney Williams
6. Bobbie Richardson

Expires: November 19, 2026

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

November 19, 2025

TO: Civil Service Commission

FROM: Natalie Bouchama, Talent Acquisition Coordinator – Human Resources

SUBJECT: Equipment Mechanic

Background

The application process for Equipment Mechanic has been conducted and an eligibility list prepared for the Commission's consideration. There were 4 candidates.

Recommendation

It is the recommendation of staff that the Commission certify the eligibility list as presented below:

1. Jesse Kruse
2. Chase Sousa
3. Robert Anderson

Expires: November 19, 2026

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

November 19, 2025

TO: Civil Service Commission

FROM: Natalie Bouchama, Talent Acquisition Coordinator – Human Resources

SUBJECT: Plant Utility Worker

Background

The application process for Plant Utility Worker has been conducted and an eligibility list prepared for the Commission's consideration. There were 10 candidates.

Recommendation

It is the recommendation of staff that the Commission certify the eligibility list as presented below:

1. Kerry Hall – Accepted
2. William Sollazzo
3. Mangliwe Bakai
4. Dan Salak - Offered

Expires: November 19, 2026